

Cherry Tree Learning Centre AP Academy

Return to school post lockdown risk assessment measures

These are the measures that we will be putting in place to minimise risks to all stakeholders once Public Health England and the government (with their scientific advisors) have indicated that it is safe for us to return.

Some staff will have individual risk assessments where they are at increased risk due to their health/health of someone that they live with. The number of staff that we have available to teach at the centre will also impact on this risk assessment

We will share both risk assessments with our unions to ensure that there are no points we have overlooked.

Please note these measures are prompts for discussion. None are mandatory but should inform conversations around the feasibility of different measures.		
Measures (Add additional measures, as required)	Agreed actions	Residual risk
Avoid anyone displaying symptoms of corona virus (COVID-19)	Ensure all staff complete risk assessments and are fully briefed before attending Staff to check temperature before leaving the house or checked on arrival at centres Staff to stay away from people with symptoms outside of work Anyone with notified contact with a person who has COVID 19 must self isolate for 14 days Anyone showing/suspecting that they have symptoms to be isolated at the centre until arrangement can be made to take them/transport home Staff advised to get tested Download the tracking app	Medium Depends on people's personal actions – will be done on a case by case basis

<p>Social Distancing - staff</p> <ul style="list-style-type: none">• In the centre <ul style="list-style-type: none">• In the hospital	<p>Tape on floors to indicate 2m distance Classroom arrangements - single desks Facing forward Staff to try to stay 2m apart All additional furniture and soft furnishings removed from teaching rooms(except ICT where pupils will sit on chairs in rotation) Good ventilation maintained by windows being opened in all area used Staff working area arrangements Arrangements agreed for safe working in staff areas - staff room (2 staff remaining 2 meters apart) Hospital teacher to remain in centre to assist with teaching. Return to hospital ward in agreement with hospital staff</p>	<p>Medium</p>
<p>Social distancing – pupils</p> <ul style="list-style-type: none">• In centre	<p>Parents and pupils briefed about new arrangements including social distancing-sign home school agreement Ensure all pupils are fully briefed before they start to attend-individual meetings booked first week back Tape on floors to indicate 2m distance Staggered timed arrivals and departures at centre KS4 pupils to enter via back entrance-one member of staff at door KS3 pupils arrive staggered at front door Classroom arrangements - single desks Pupil allocated workstation/place Pupils to get refreshments or have access to the toilet one at a time on a rota Pupils to bring in own snack and drinks Pupils either remain in class for break or each group allocated outdoor space Not entering the office on arrival – MC/J.R/A.R to</p>	<p>Medium</p>

In pupils homes	<p>sign pupils in Office door closed to staff and pupils-hatch used if necessary Risk currently to high-all pupils to complete education on line have 1-1 sessions in the centre or via AV1</p>	High
Social distancing – parents/carers	<p>Timed arrivals at centres Parents not permitted to come into the centre unless there are extenuating circumstances Clear briefing to parents prior to restarting (sign home school agreement) Social distancing marked on front and back entrances Arrangements to phone in so people can have door open ready Parents to leave pupils at front door Any meetings with staff to be conducted in a wide enough space(2 meters)</p>	Medium to high depending on compliance of parents
Travel plans	<p>Front and back car park used to ensure safe distancing Travel alone in cars Take appropriate measures in taxis No transporting pupils Check car regularly to ensure it is in good working order Advise to have breakdown cover All school trips cancelled until further guidance given</p>	<p>Medium Car breaking down Taxi drivers not taking appropriate measures</p>
Safely use PPE	<p>Gloves to be available when required for certain activities Masks and aprons to be worn when administering First Aid</p>	<p>Medium Virus may still spread If self- harm cannot be dressed by pupil parents will be called in to take the pupil to seek medical attention</p>

<p>Other strategies to minimise risk of infection</p>	<ul style="list-style-type: none"> ● Staff and pupils to use thermometer to be test temperature before leaving home ● Hand gel available in many places across the centres ● Each pupils/staff desk has hand sanitizer ● Each pupil/staff desk has antibacterial wipes for intermittent (hourly wipe down) ● Antibacterial soap in all toilets ● Antiseptic wipes in toilets to wipe taps after use ● Hand washing signs to be checked and prominently displayed. Pupils, staff and parents to be reminded regularly and asked to wash hands on arrival at centres ● Antiseptic wipes available for all surfaces in all working areas ● All centres to receive deep clean before opening ● All centres to have rigorous cleaning routine daily ● Main toilets open pupils encouraged to wipe taps and touch points after use ● Pupils can be escorted to wash hands in food room on arrival then as required ● Pupils and staff to have all of their own equipment – no sharing. ● Pupils to have antiseptic wipes and hand gel for work station ● Pupils (and staff if required) to have a pencil case provided with all equipment which will remain on their desk, only to be used by them or bring own in ● Pupils who are doing art activities will be given their own equipment in the same way ● All pupils will be given new exercise books 	<p>Medium</p> <p>If people do not follow the agreed arrangements</p> <p>Only one pupil at a time can enter & doors can be opened in an emergency which may be either health or self- harm related</p>
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	<p>to work in. These will be stored in a sealed plastic bag / tray on their desks at the end of the day.</p> <ul style="list-style-type: none"> ● All pupils to mark their own work during the lesson, staff can mark at end of day ● All pupils to be allocated a tablet/laptop for their use. This will be cleaned, by them, with an antibacterial wipe at the end of the day & returned to the charging trolley (bases). Use labels ● Teaching of Food Technology and indoor activities to be suspended ● Counselling to be reviewed with Dudley Psychologist Services for Sept ● No briefings/staff meetings or gatherings of 3 or more people ● All reviews or other meetings with professionals to take place remotely ● Meals delivered from next door left in reception ● Pupils wash hands before and after eating lunch in hall and wipe tables after use <ul style="list-style-type: none"> ● All staff and pupils to wash clothes at the end of the school day and return in clean clothes 	<p>Discuss possibility of remote support</p>
<p>Estate management</p>	<ul style="list-style-type: none"> ● Check hot & cold water systems ● Check fire safety equipment ● Check gas safety ● Check heating ● Check security systems ● Check kitchen equipment ● Ensure cleaners know daily cleaning routine ● Reduce footfall into the building, no 	<p>Low to medium</p>

	outside agencies only official health and safety checks to be completed out of school hours	
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